MARINE CORPS COMBAT DEVELOPMENT COMMAND

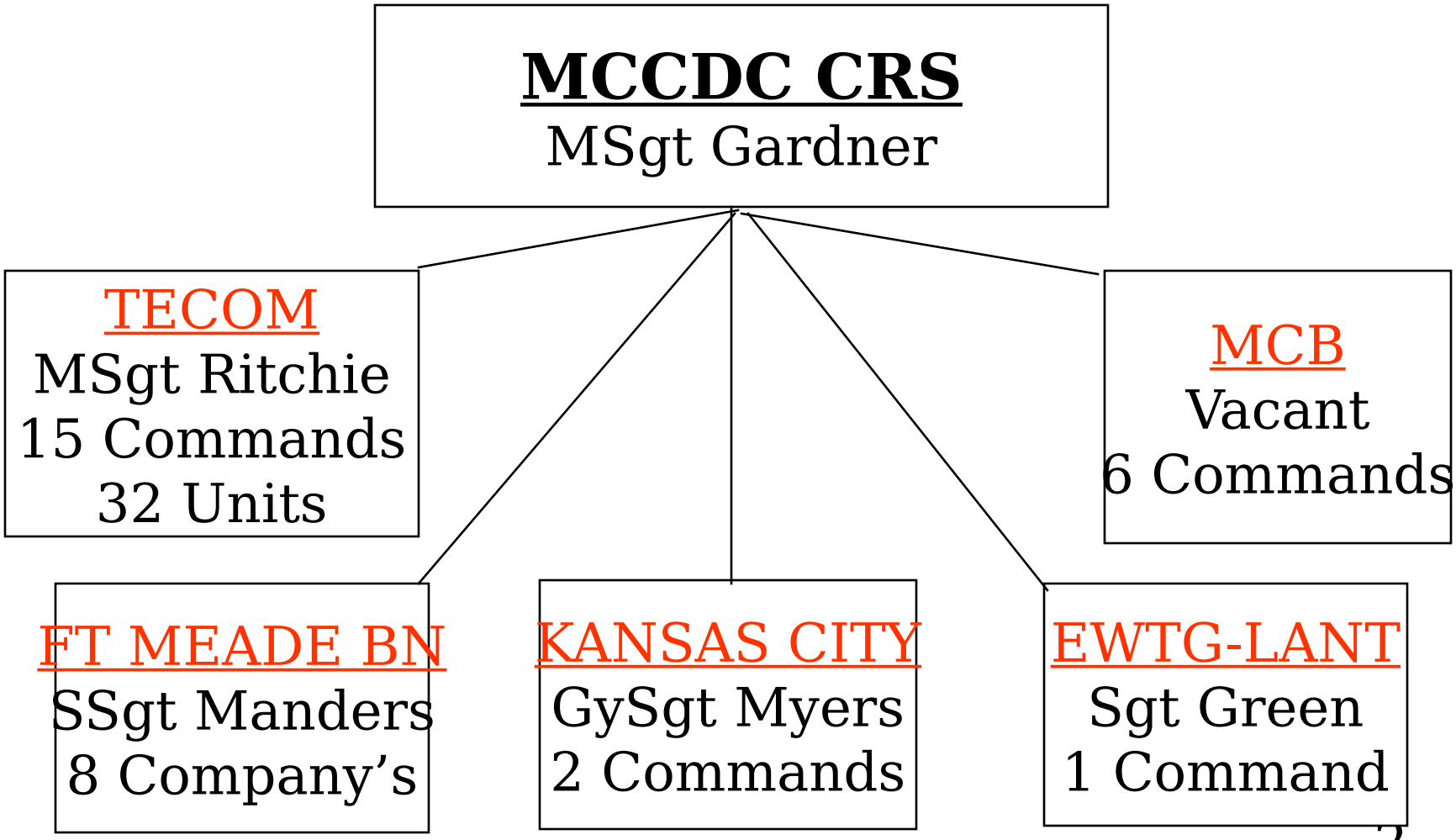
CAREER RETENTION BRIEF

“Give it to me Straight”

20 MAY 2004

MSgt B. L. Gardner

MCCDC CRS FAMILY TREE



STANDARDIZING THE 8421 MOS

The Recommendation Sheet

<u>The Recommendation Sheet</u> - We know what thi

Concern A:

There should be a signature block for the CRS
well for his comments.

<u>Recommend</u>: Place one there.

Concern B: There should be a space or line ad
Med/Den stamp to be placed for added verification

<u>Recommend</u>: Place one there.

The Recommendation Sheet Con't

Concern C: All Med/Den signature should be by
Med/Den officer or IDC at the least.

Recommend: Ensure that the recommendation
this specifically.

Concern: D All signatures should be legible and

Recommend: Printed name should be inserted
below for comprehension.

Standardization Cont'd

2. Telephonic Extensions –

Concern : This has been documented by several ways and sometimes not at all.

Recommend: Must document the following info on a chit produced locally.

A. Name of Marine giving authority from MMEA and the Marine/CRS who called.

B. Date authority was given.

Standardization Cont'd

C. State the specific reason that the telephonic extension was given.

D. TFRS Telephonic Drop Box.

1. Is it possible to have a section under the "Choose a Request Type Heading" that will allow the user to select the a request for a Telephonic Extension, just like Separations Pay Determination..

Standardization Cont'd

2. Specific items to be considered should be if the Marine has had an extension for the same reason and just needs additional time to pull things together.

3. CRS will reference the previous TFRS # on the request, which has all the other unit info or state specific reason..

Standardization Cont'd

E. Local Command Authority.

1. We have the local one-month for the submission of a reenlistment request.

2. We have the three-month local authority for a fit for duty assessment

Standardization Cont'd

Recommend: That the commands could benefit tremendously from having a local three-month authority to correct date gaps. This would cut down on several RELM submissions, man-hours and response time.

BACK TO THE BEGINNING "The Contact Sheet and Interview Process"

The Contact Sheet

Concern A: Documentation of the Marines' responses are not being maintained after each interview.

Recommend: 98% percent of the time a Marine will have something to document in the response to the interview given. Document this response on an additional sheet of paper if necessary.

Contact Sheet Cont'd

Concern B:. In addition to filling the contact sheet out fully. We should standardize what we have until we develop a more technical method of tracking contact sheets.

Recommend (1): The original Contact Sheet should go with the Marine. It should be placed temporarily on the left side of the SRB with a note "To Be Given To CRS upon check-in"

Contact Sheet Cont'd

Recommend (2): When checking a Marine out of the unit, the CRS should have the Marine sign the bottom of his contact sheet along side the following statement " I have received my original contact sheet for PCA/PCS orders". A copy will then be made and kept in his IRE folder for a two-year period.

Recommend (3): Place a page 11 in the Marines' SRB

Interview Process

Concern (1): Interview prep information
maintained or documented adequately.

Recommend:

a. Pull the BTR / BIR / ROS / FitRep Eval /
b. Take copious notes throughout the interview
c. Keep all the documentation conducted during
giving copies to the Marine if requested. This
important because a Marine can never say t
not know what they needed to do.

Interview Process

Concern (2): FTAP interview timeline should be
changed to the current submission times.

Recommend: Dates of 1 Apr - 1 June which be should be sufficient for the current start dates for submissions.

Returning a FTAP BOATSPACE

Concern: The CRS must ensure that the M
understands the consequences of his actions for re
boat space.

Recommend (1): Prior to having the Mari
chit. The CRS should ensure that every opportuni
given to the Marine to speak with his immediate c
include the CRS'S NCOIC. In hope that the added
education provides a favorable path towards reten

Recommend (2): The chain of command w
of the request going up and should be informed of
going back. Have the CO/XO to sign as well.

Returning a FTAP BOATSPACE

REEENLISTMENT BOATSPACE WITHDRAWAL

(ANN)

UNIT: _____

DATE:_____

I, _____ NO LONGER WISH TO
RANK LAST INT'S SSN/MOS

REENLIST. I UNDERSTAND THAT THE BOATSPACE I HAVE RECEIVED

WILL BE RETURNED TO HQMC, TO BE GIVEN TO ANOTHER MARINE IN

THE MOS THAT I RECIEVED THE BOATSPACE IN. I FURTHER UNDERSTAND THAT IF I CHANGE MY MIND, I WILL HAVE TO RESUBMIT

FOR REENLISTMENT AND COMPETE FOR A REMAINING BOATSPACE, AND

IF NONE ARE AVAILABLE I WILL HAVE TO SUBMIT FOR A LATMOVE IN

SEND IN THE MARINES
...the art of MAGTF Operations
Humanitarian Assistance
Disaster Relief
Evacuation Operations
Smaller-Scale Contingencies
Major Theater War

Let’s get on board with the basic’s!